

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT CLERK'S OFFICE**

NOTICE OF VACANCY

Position Title:	Executive Assistant to Clerk of Court	
Position Type:	Full-time permanent (part-time employment possible), Excepted Service	
Announcement #:	#13-01	
Location:	Boston, Massachusetts	
Salary:	CL 23 - 25 (\$33,899 - \$67,461) Depending upon qualifications and experience	
Opens:	January 14, 2013	Closes: February 8, 2013

The U.S. Court of Appeals Clerk's Office is currently accepting applications for an Executive Assistant to support the Clerk of Court and Chief Deputy. This position is located in the John J. Moakley federal courthouse in Boston, Massachusetts.

REPRESENTATIVE DUTIES

The Executive Assistant to the Clerk provides administrative and operational support to the Clerk and Chief Deputy Clerk. Major responsibilities include, but are not limited to: receiving, screening and referring telephone calls; acting as a receptionist for visitors; answering questions of general inquiry; making travel arrangements, auditing and reviewing travel vouchers; receiving and screening mail; preparing correspondence; keeping records, maintaining and establishing paper and electronic files; updating office reference materials; performing financial duties including deposits of funds; tracking staff time and attendance; ordering, tracking and receiving office supplies; proofreading and editing materials prepared by others; disseminating communications; assisting with preparation for court hearings and court ceremonies; coordinating recruitment for job vacancies; performing special projects as assigned including but not limited to coordinating applications for the CJA panel; updating membership rosters of court committees; updating the Rule Book, and keeping information on the court's website current. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A minimum of two years of progressively responsible general clerical or administrative experience that involved routine tasks such as filing, telephone usage, typing, keyboard skills and provided knowledge of rules, regulations and terminology in a general office setting. Incumbent must present a professional demeanor; possess strong office and organizational skills; and have excellent interpersonal skills, excellent oral and written communication skills, the ability to exercise good judgment and the ability to act with diplomacy and maintain strict confidentiality. Applicant must also possess a high school diploma or the equivalent. Bachelor's degree is preferred.

SPECIALIZED QUALIFICATIONS

A minimum of two years of specialized experience, including at least one year of progressively responsible clerical experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters or the like. The position requires proficiency in a wide-range of computer applications, e.g., WordPerfect for Windows, Microsoft Word, Microsoft Excel and other computer skills; excellent understanding of English grammar, along with good proofreading and editing skills for materials prepared by others; drafting correspondence and letters; auditing and reviewing travel vouchers, the ability to perform keyboard entries neatly and accurately; attention to detail is essential together with the ability to perform under time constraints, if required.

CONDITIONS OF EMPLOYMENT

Person selected is subject to a background check or investigation, which includes an FBI fingerprint check. Employee retention depends upon a favorable suitability determination.

HOURS

Monday - Friday 8:30 AM - 5:00 PM.

BENEFITS

A generous benefits package is available including but not limited to the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees' Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible Benefits Program
- Dental and Vision insurance options under the Federal Employees' Vision and Dental Insurance Program (FEDVIP)
- Federal Employees' Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)

HOW TO APPLY

Submit a cover letter of interest, resume and a completed Application for Federal Judicial Branch Employment (AO -078) available at the court's website www.ca1.uscourts.gov

by 5:00 PM, Friday, February 8, 2013 to:

Donna Richmond, Executive Assistant
U.S. Court of Appeals for the First Circuit
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2500
Boston, MA 02210

ADDITIONAL INFORMATION

Employees of the U.S. Court of Appeals are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. An applicant must be a United States Citizen or permanently eligible to work in the United States. The U.S. Court of Appeals is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. Court of Appeals reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Successful completion of a six-month probationary period is required.

Due to the expected high volume of applicants for this position, the U.S. Court of Appeals will only make contact with those qualified individuals who will be invited for an interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER